



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

13 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) FY05 Radiation Safety Training

1. Because of the current state of war, as well as other considerations, National Guard Bureau (NGB) has mandated that all Radiation Safety training be limited to military or other governmental training sites. As a consequence, the investigation of various locations and the relevant negotiations are still ongoing. However, for the initial training site (for courses to be offered through February 2005), we have selected the Professional Education Center (PEC), located in North Little Rock, AR. Three different courses will be offered at PEC during the initial training period, as described below.

2. It is expected that additional course offerings will be given at various Regional Training Institutes (RTI's) throughout the country (and/or PEC) to provide a reasonable distribution of locations. Information will be sent to you as soon as the latter arrangements have been finalized.

3. The U.S. Army Communications-Electronics Command (CECOM), Directorate for Safety, as Radiation Safety Staff Officer (RSSO) for NGB, is hereby pleased to announce the initial Radiation Safety Training Schedule for FY05. One each, of the 40-hour Radiation Safety Officer (RSO) Training Course, the 24-hour Radioactive Commodity Identification and Transportation (RCIT) Training Course, and the new Operational/ Local Radiation Safety Officer (OLRSO) Training Course, will be presented at PEC between December 2004 and February 2005.

4. The following information is provided for you to meet your radiation safety training needs. Please note that the information below lists the courses, the course dates, the **"bold print" application suspense dates** (i.e., the cut-off date to apply for training) and the name of the primary instructor.

- a. RCIT, 07 - 09 DEC 05, **08 NOV 04**, Barry Silber.
- b. OLRSO, 11 - 13 JAN 05, **29 NOV 04**, Burt Cummings.
- c. RSO, 07 - 11 FEB 05, **27 DEC 04**, Al Perrella.

5. The 40-hour RSO Training Course is intended to qualify an individual as a State RSO (SRSO), Alternate SRSO (ASRSO), Local RSO

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(LRSO) or Alternate LRSO (ALRSO) for Individually Controlled Radioactive Items (ICRI) within your state, such as the MC-1 Soil, Moisture and Density Tester or the AN/UDM-2 RADIAC Calibrator Set. Attendance at this course is restricted to personnel designated to serve as RSO in any of the aforementioned capacities. NOTE: It is recommended that LRSOs and ALRSOs for the United States Property & Fiscal Offices (USP&FO) attend our 24-hour RCIT Course. They will only be accepted to the 40-hour RSO course if slots remain after we have placed applicants that fit into the above categories.

6. The 24-hour RCIT Training Course is intended to qualify an individual as an LRSO or ALRSO at the USP&FO. This course will train individuals to identify, monitor, store, handle, sign shipping papers, certify, and transport radioactive commodities. NOTE: The RCIT course is not an alternative to our 40-hour RSO course and will not qualify personnel as an SRSO or ASRSO for any State Radiation Safety Program or any ICRI. The currently revised course addresses the new (as of 01 OCT 2004) US Department of Transportation regulatory requirements for the shipment of Packages containing radioactive commodities/materials. In addition, the Military Surface and Distribution Command (formally the Military Transportation Management Command) has granted recognition to RCIT Training as acceptable training for persons who certify Class 7 (Radioactive) hazardous materials on shipping papers by any mode of transportation, military or commercial.

7. The new 24-hour OLSO Training Course is intended to qualify an individual as a Local RSO (LRSO) at locations that do not require 40 hours of training (i.e., MATES, UTES, Optical Repair Shops, etc.) and can be used as a refresher course for previously trained RSOs. This course focuses on the operational and practical aspects of Radiation Safety procedures (using Radiac meters, taking wipes, decontamination, etc.).

8. Trained personnel who presently serve in SRSO, ASRSO, LRSO, and ALRSO positions are encouraged to attend these courses as refresher training. PLEASE NOTE: State RSOs and Alternate SRSOs are required by NGR 385-11 to attend a minimum of eight hours of refresher training at an interval not to exceed 24 months. As per our policy, priority placement will be given to newly appointed personnel that have not been trained previously.

a. Application Procedures:

(1) Technicians. Submit DD Form 1556 through appropriate training channels to the following address:

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Commander
U.S. Army Communications-Electronics Command
ATTN: AMSEL-SF-R (*Name of Primary instructor/Course Location*)
Fort Monmouth, NJ 07703-5024

(2) AGR and M-Day Soldiers. Submit NGB Form 64 through appropriate training channels to the following address:

Commander
U.S. Army Communications-Electronics Command
ATTN: AMSEL-SF-R (*Name of Primary Instructor/Course Location*)
Fort Monmouth, NJ 07703-5024

(3) Block 18 of DD Form 1556 or Block 34 of NGB Form 64 must **include a justification for attendance.** This justification will indicate the radiation safety position of the applicant and the date (if any) of their last radiation training. Ensure the approval Blocks 32, 33, and 34 of DD Form 1556 or the approval Blocks 36, 37, and 38 of the NGB Form 64 are filled out and signed. Failure to meet the suspense date and completely fill out the application will result in return of the incomplete application without action.

(4) In addition, we (your NGB RSSO) require that all FY05 Radiation Safety Training requests be signed off with the statement "Approved for training" and the Name and Signature of the State Radiation Safety Officer or alternate. We recommend you put this information in block 18 (of Form 1556) and block 33, or top of form (of NGB Form 64). Failure to comply with this requirement will result in return of the incomplete application without action.

b. **Course Application Suspense Date:** We must receive your approved DD Form 1556 or NGB Form 64 by the suspense date listed in paragraph 4. (We highly recommend faxing the **approved copy**, then mailing the originals.)

c. **Acceptance Criteria:** Applications will be prioritized based upon current or future duty responsibilities, prior training, and the number of requests from the individual State.

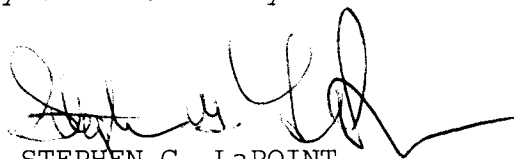
d. **Acceptance Notification:** We will notify each applicant of the acceptance or non-acceptance of his or her application. Letters of acceptance will include specific instructions regarding course location, billeting or hotel arrangements and reporting times. (**Important NOTE:** If you do not receive notification of the status of your application within two weeks after the suspense date, contact the primary instructor for the course.) To receive mailings and your certificate of completion, it is important for you to provide a valid

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street mailing address (DD Form 1556, block 12 - Organization Mailing Address) that includes your street address, building/room number, city, state, and zip code and a commercial telephone number. **A Post Office Box is not acceptable.** The best place to put your working address on Form 64 is in block 2. Make sure you also list your work phone numbers there. **NOTE: Under no circumstances is anyone to come to any course without a letter of acceptance from the RSSO.**

9. To contact an instructor listed in paragraph 4, call DSN 987-XXXX, or Commercial (732) 427-XXXX (where XXXX is the instructor's extension, listed below), Facsimile DSN 992-6403 or Commercial (732) 542-7161. Extensions and E-mail addresses are:

Burt Cummings - x7456, Burton.Cummings@us.army.mil
Al Perrella - x7458, Al.Perrella@us.army.mil
Barry Silber - x7459, Barry.Silber@us.army.mil



STEPHEN G. LaPOINT
Radiation Safety Staff Officer
U.S. Army National Guard Bureau

DISTRIBUTION:
Army National Guard State Radiation Safety Officers

CF:
Chief, Army National Guard Bureau, Army National Guard Readiness
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